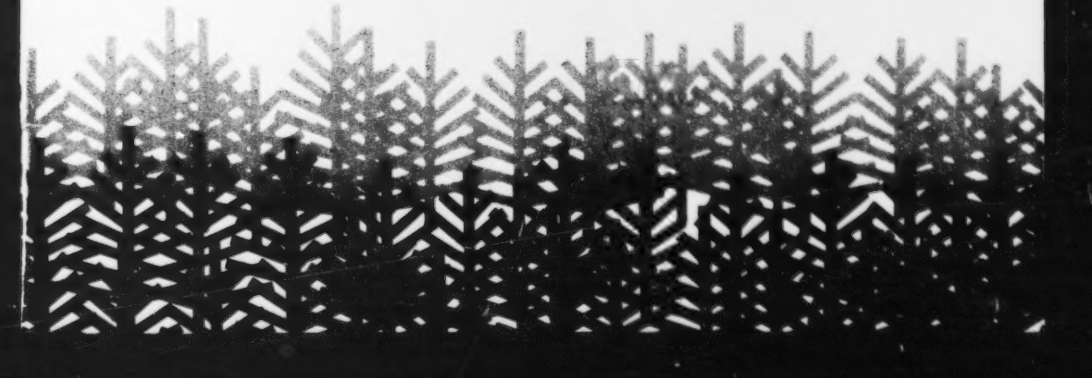
Private Forest Lands Program Guidelines

Canada-British Columbia Forest Resource Development Agreement



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PRIVATE FOREST

LANDS PROGRAM

Guidelines for Application

May 1986

Canada-British Columbia
Forest Resource Development Agreement
1985-1990
Direct Delivery Component

Government of Canada | Gouvernement du Canada

Canadian Forestry Service | Service canadien des forêts

The Private Forest Lands Program is one of several Canadian Forestry Service Direct Delivery programs under the $300 million five-year Canada-British Columbia Forest Resource Development Agreement 1985-1990.

For further information on this or other programs contact:

Canadian Forestry Service
506 West Burnside Road
Victoria, B.C. V8Z 1M5
(604) 388-0600

Preface

The objective of the Canada-British Columbia Forest Resource Development Agreement is to enhance existing management of the forest resource in the Province in order to sustain and increase this forest resource as well as to strengthen the employment potential of the forest industry, in accordance with the strategy outlined in the Agreement.

Specific goals of the Agreement are:

- to reforest part of the backlog of non-satisfactorily restocked lands in the Province;
- to intensively manage selected forest stands;
- to support forestry research by government and non-government organizations; and
- to assist the forest industry through studies related to utilization, marketing and product development, technology transfer and training.

The Minister of State (Forestry) is responsible for the development of proposals for implementing federally funded programs, sub-programs, activities and projects under this Agreement and for the provision of staff and administrative mechanisms for their implementation and audit.

The Private Forest Lands Program is a federally funded sub-program and follows the general objectives of the Agreement.

Federally funded sub-programs are delivered directly by the Canadian Forestry Service. In addition to management on private forest lands, activities will focus on management on federal forests and Indian lands, improved forestry education, technology development and transfer, and identification of economic development opportunities.

Throughout these guidelines "landowners" will refer to legally registered landowners, and may also refer to owners of certified tree farms, and woodlot licence holders who own private lands incorporated in those licences.

The program for private landowners is directed primarily toward those owning relatively small areas of forest land who are often unaware of appropriate forest management strategies, rather than industrial forest companies.

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Appendices (not attached, but available upon request)

Appendix 1. Inventory Guidelines
2. Management Plan Guidelines
3. Procedures to Select and Retain a Forest Consultant
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4. Procedures to Select, Retain and Administer a Silviculture Contractor
4-1 Tree Planting — Tender and Contract Documents
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5. Standard Contribution Agreement

Conifer release is a treatment to free coniferous trees from deciduous competition by eliminating or controlling growth that is overtopping or surrounding crop trees.

1. Introduction

The Canada-British Columbia Forest Resource Development Agreement (FRDA) includes a direct delivery component to be delivered by the Canadian Forestry Service that provides for forest inventories, forest management plans, backlog reforestation and intensive forest management activities to be conducted on private forest lands.

These guidelines are provided for the use of forest landowners, forest consultants and silvicultural contractors who wish to participate in management planning and silvicultural activities funded through the Agreement.

2. Forms of assistance

Canada, through the Canadian Forestry Service, will contribute up to a maximum of 80% of actual project costs with a minimum of 20% being contributed by the landowner.

The maximum contribution from the Canadian Forestry Service will not exceed $80,000 for any applicant over the duration of the Agreement.

The applicant is advised that participation in the Private Forest Lands Program may affect the provincial and federal tax status of the applicant's land and personal income. It is the applicant's responsibility to determine the specific impacts by contacting Revenue Canada, the B.C. Assessment Authority, and any other appropriate agencies.

3. Eligible recipients

Legally registered property owners with a minimum of 20 contiguous hectares of productive or potentially productive forest land may submit proposals for consideration.

Individuals owning less than 20 hectares of land may form legal entities which collectively own 20 or more contiguous hectares of productive or potentially productive forest land. Such legal entities would then be eligible to submit proposals for assistance under the Private Forest Lands Program and would have to guarantee that the lands being considered would remain under forest management for not less than 15 years.

Individuals and companies owning permanent processing facilities with an annual consumption in excess of 15 000 cubic metres of wood will NOT be eligible for assistance under the Agreement.

4. Eligible projects

Eligible projects will include: the conducting of forest inventories and development of forest management plans, and backlog reforestation and intensive forest management

activities. Operational workplans may also be funded.

Backlog reforestation and intensive forest management activities include:

- site surveys and silvicultural prescriptions
- seeds and seedlings
- site preparation
- planting
- brushing and weeding and pest control
- conifer release
- juvenile spacing
- forest fertilization

Activities NOT eligible under this program include, but are not limited to:

- establishment or tending of Christmas Tree plantations;
- road construction;
- legal survey lines;
- nursery establishment;
- fencing (may be eligible in some cases for protection of plantations from damage by domestic animals or wildlife).

Project proposals must be based on recommended treatments prescribed in the forest management plan and any subsequent operating or working plans. Preference will be given to those projects which contribute to forest growth.

Where both a current inventory and management plan are not in place, these must be conducted as an initial project (eligible for funding assistance) prior to the implementation of silvicultural activities. The landowner must agree to conduct further silvicultural activities based on the management plan prepared.

5. Legal obligation

Applicants will only be eligible for financial support during the term of the 1985-1990 Canada-British Columbia Forest Resource Development Agreement. However, the legal obligation of the program participants will be to maintain lands

Juvenile spacing is carried out in young stands to avoid crowding and allow selected trees to grow to their maximum potential.

for which a contribution has been made under this Agreement in forest management for a period of not less than 15 years. In cases of default, such as change in land use, and subject to normal legal proceedings, the landowner will be required to reimburse the Minister up to the full amount of financial contributions with interest.

6. Proposals

6.1 Development

The Canadian Forestry Service Forestry Development Officers will assist landowners to develop proposals. Landowners may also obtain assistance from forestry consultants at the landowner's expense.

The program application form (attached to these guidelines) must be completed by the landowner and submitted along with the proposal. The application form does not replace the proposal.

6.2 Content

In submitting a project for approval under this Agreement, the documentation shall contain sufficient information for the assessment of the proposal including, where applicable, the purpose, objectives, costs, anticipated start and completion date, cash flow, expected benefits, design standards, as well as the following:

a) legal property identification, description and area;
b) forest inventory and management plan, if available;
c) current area requiring survey;
d) current area requiring treatment priorized by treatment site;
e) area to be surveyed or treated under this proposal;
f) type of survey or treatment to be undertaken;
g) special treatments conducted to enhance other resource values (such as range improvement) in conjunction with forest improvement;
h) standards and methodology to be employed; and other factors pertinent to the proposal.

6.3 Submission

Proposals should be submitted to:

Pacific Forestry Centre
Canadian Forestry Service
506 West Burnside Road
Victoria, B.C.
V8Z 1M5
ATTENTION: FRDA Private Forest Lands Program

6.4 Review process

Proposals will be reviewed by the Canadian Forestry Service for their accuracy and completeness prior to their evaluation. Additional information may be required before an assessment can be made.

The Canadian Forestry Service will:

- review individual projects for conformity to program criteria and guidelines and will reject, modify or approve projects subject to funds being available;

- review all projects submitted and develop a priority list, in order to facilitate allocation of funding, based upon project activities, and their technical merit, the client's record of project implementation, and employment levels in the community and provide funding from the priority list; and

- maintain a liaison contact with the client and provide him with assistance and direction in making proposals to the program.

For those landowners whose property forms a part of a Woodlot Licence or a Tree Farm Licence, consultation regarding their proposal will take place with Ministry of Forests representatives to ensure that eligible costs do not include work for which there is a compensatory offset against payments or charges due to the Province.

6.5 Approval

Successful proposals will be approved by the Director General, Canadian Forestry Service, Pacific and Yukon Region.

7. Contribution agreements

All approved projects will be implemented through formal Contribution Agreements between the Canadian Forestry Service and the landowner, which will detail the terms and conditions under which the project is to function. The landowner will be responsible for project implementation.

Once the project is approved, the landowner will be required to obtain proposals for the work from a minimum of 3 qualified forestry consultants or bids from a minimum of 3 qualified silvicultural contractors to ensure cost-effectiveness of the project. Landowners wishing to contribute their own resources as part of their 20% minimum contribution must note that equipment and vehicle rental rates are not to exceed the standard published B.C. Ministry of Forest rates. Applicants who wish to carry out some or all of the proposed work themselves may do so provided that a per hectare rate for the work is negotiated with the CFS. The applicant must be qualified to carry out the work and be able to meet the standards for the project as specified in the Contribution Agreement. Payment will be made on a per hectare basis, and the final payment will be released when the project area has been inspected and measured, if required. The CFS will contribute up to 80% of the final actual cost of the project.

Subcontracts between the landowner and forest consultants or silvicultural contractors will generally be in accordance with contracts used by the B.C. Forest Service as detailed in the Silvicultural Manual and as summarized in Appendices 3-1, 4-1 and 4-2. The work standards and eligible treatment costs will be consistent with those used by the B.C. Forest Service unless otherwise specified by the Director General, Canadian Forestry Service, Pacific and Yukon Region.

The Canadian Forestry Service's cost-share of the project

will be a percentage of the total project cost (maximum 80%) as determined through negotiations.

8. Monitoring

Canadian Forestry Service personnel will make on-site visits to ensure that the work is in accordance with the terms and conditions of the Forest Resource Development Agreement, the accepted Contribution Agreement, and management, operational or working plans as approved by the Director General, Canadian Forestry Service, Pacific and Yukon Region. Canadian Forestry Service personnel may recommend project suspension or cancellation to the Director General, Canadian Forestry Service, Pacific and Yukon Region, who may suspend or cancel projects.

9. Financial records

Recipients of contributions shall be required to maintain accurate accounts and records relating to expenses incurred and payments made and shall make such accounts and records available at all times for inspection and audit by Canada in a form satisfactory to the Director General, Canadian Forestry Service, Pacific and Yukon Region. The landowner may be required, upon completion of an approved project, to deliver to the CFS Departmental Representative all invoices, payroll records, cancelled cheques, bank statements, and other records from the project.

10. Claims and reports

Progress or advance claims will be submitted by participants during the term of the agreement according to an agreed schedule. Each claim shall be accompanied by a written report detailing project accomplishments to date.

Costs incurred during a fiscal year must be claimed by the third week of April of the following fiscal year in order to be considered for payment.

No claims shall be paid by Canada unless the project received approval on or before March 31, 1990. Claims will be paid up to March 31, 1992.

It may be necessary to remove undesirable tree and brush species when preparing your site for planting. This can be done manually or by machine depending upon the site.

11. Payments

Payments made by the Canadian Forestry Service will be made to the landowner. The landowner will have the responsibility for making payment to contractors, forest consultants and others employed by the landowner to administer approved projects.

Advance payments may be made to the landowner in special circumstances provided that a monthly cash flow forecast is made available. These payments shall not be made in excess of three months in advance and shall be accounted

for prior to any additional advance payment being made.

The Canadian Forestry Service will confirm, through on-site visits and other appropriate means, that work has been done in accordance with the terms and conditions of the Contribution Agreement. Final payment will be made based upon claims submitted and work accomplished. The landowner must have completed all the requirements of the Contribution Agreement to the satisfaction of the Director General, Canadian Forestry Service, Pacific and Yukon Region. The landowner must provide certification stating that there will be no further claims made. The final claim must be acceptable to the Director General, Canadian Forestry Service, Pacific and Yukon Region.

12. Audit

Final settlements of claims will be subject to audit. Any discrepancies will be promptly adjusted between the Canadian Forestry Service and the landowner.

13. Guidelines

13.1 Forest inventory and management plans

Forest inventory and management plan guidelines stating objectives, content requirements and standards have been prepared by the Canadian Forestry Service. They are available upon request (referred to as Appendix 1 and 2, respectively). These guidelines are to be reviewed in consultation with the landowner and may be modified to better suit local conditions. They will then provide the terms of reference for carrying out the activity.

The cost of forest inventories and the development of forest management plans for Certified Tree Farms will not be eligible for funding under the Agreement.

13.2 Backlog reforestation and intensive forest management

The British Columbia Government, through the B.C. Forest Service, is responsible for the administration of provincially

owned forest land which comprises approximately 95% of all forest land in the province. Consequently, the B.C. Forest Service has developed comprehensive procedures for carrying out silviculture activities on Crown lands. These procedures are to be adapted for use as guidelines by the landowner in consultation with the Canadian Forestry Service in carrying out backlog reforestation and intensive forest management activities.

Preference will be given to proposals for backlog reforestation and intensive forest management activities that are to be conducted on forested lands located within 40 kilometres of existing processing facilities and that are readily accessible.

The CFS will only authorize contributions towards the most cost-effective prescribed treatment for a specific site. This prescription will be determined by the CFS Forestry Development Officer or another qualified forester. If the landowner wishes to use treatment procedures which are less efficient and more costly than conventionally recognized procedures for that specific site, the landowner must agree to accept any additional costs incurred. Before proceeding with a less cost-effective treatment, the landowner must consult with the CFS Forestry Development Officer to establish the estimated cost of the normal procedure, and must sign a written agreement indicating willingness to accept the additional costs.

B.C. Forest Service procedures are detailed in Volumes 1 and 2 of their Silvicultural Manual. Participants of this program are advised to obtain a copy of the manual for reference purposes. The manual may be obtained at a cost of $40.00 (1985) from:

Ministry of Forests
Technical and Administrative Services
1450 Government Street
Victoria, B.C.
V8W 3E7

If your land is already forested you may require a forest inventory to describe the quantity and quality of forest trees, non-commercial trees, as well as other characteristics of your land. This is an essential prerequisite for management planning.

14. Descriptions

14.1 Forest inventory

A forest inventory describes the quantity and quality of forest trees, non-wood values, and many of the characteristics of the land area upon which the trees and non-wood values are based. It is an essential prerequisite for management planning.

14.2 Forest management plan

A forest management plan is the basic document that guides the management of a forest. It states the landholder's policies and objectives of management, documents factual information about the area and lays down schedules and proposals by which the management objectives are to be achieved. It recognizes other resources, constraints, land use priorities, harvest schedules, revenues, work standards, and forest protection. This plan is to be prepared to an acceptable standard by a qualified forester unless otherwise specified.

14.3 Backlog reforestation

This program is directed to the establishment of commercially valuable species on productive forest lands which did not regenerate within an acceptable regeneration delay period and are not sufficiently stocked to meet minimum stocking standards. Recently disturbed areas are not to be treated under this program.

Backlog areas are defined by the CFS as those which have not regenerated within 3 years of denudation on coastal areas or within five years in the interior. Five phases of activity are generally required to refcrest backlog areas. These are surveys and prescriptions, seeds and seedlings, site preparation, planting, and ensuring that the seedlings reach the "free growing" state.

14.3.1 Surveys and prescriptions

Prior to carrying out operational field treatments such as site preparation or planting it is essential to properly identify areas requiring treatment and to provide a decision-making mechanism to prescribe the treatment. Regeneration survey procedures and other techniques used to prescribe treatments are detailed in Chapter 4 of the B.C. Forest Service Silvicultural Manual entitled "Assessment of Disturbed Areas." Other surveys are also conducted to analyse performance.

Prescriptions are made by qualified individuals on an ecological basis from the classification system developed by the Research Branch, B.C. Forest Service. Included in the prescription are the species, stock type, and stocking standards.

14.3.2 Seeds and seedlings

Where planting or direct seeding is prescribed it is essential that adequate high-quality seed of the correct species and provenance is obtained for the prescribed area either through collections from wild stands or purchases from registered seed dealers.

Sowing requests are placed with commercial nurseries sufficiently in advance of planting to ensure that seedlings are grown and available when required. A wide range of stock types may be grown commensurate with the prescriptions of field practitioners.

14.3.3 Site preparation (site rehabilitation)

Site rehabilitation will be needed on virtually all backlog lands. Site rehabilitation is defined as the preparation necessary on backlog areas to bring the area to a condition receptive to planting. this may involve removal of undesirable tree and brush species (stand conversion) by prescribed burning, slashing, residual felling, mechanical or chemical methods.

When planting, consideration must be given to selecting the most appropriate species for your site to ensure maximum yield.

B.C. Forest Service site preparation and site rehabilitation procedures are described in Chapter 5 of the Silviculture Manual. Site specific guidelines will be developed on a project basis.

14.3.4 Planting

The B.C. Forest Service has prepared minimum and target stocking standards for biogeoclimatic subzones in British Columbia. In consultation with the landowner, planting levels will be prescribed to attain these standards.

B.C. Forest Service planting procedures are described in Chapter 7 of the Silviculture Manual. Site-specific procedures will be developed on a project basis.

14.4 Intensive forest management

Intensive forest management projects are directed towards the improvement of young stands to ensure attainment of successful "free growing" status and to improve and accelerate the commercial value of the stand through a number of treatments. These treatments include brushing and weeding, conifer release, juvenile spacing and forest fertilization.

14.4.1 Brushing and weeding

Brushing and weeding is a cultural treatment to control competing vegetation during the earlier stages of forest growth, until the plantation or naturally regenerated area reaches the "free growing" stage. Treatments may be done manually, by machine or through the use of herbicides. The latter is done under a permit issued by the Pesticide Control Branch, Provincial Ministry of Environment. B.C. Forest Service procedures are described in Chapter 12 of the Silviculture Manual. Site-specific procedures will be developed on a project basis.

In some areas young trees in plantations or naturally regenerated areas may be subject to damage from wildlife or domestic animals. Projects may be considered that will minimize such damage.

14.4.2 Conifer release

Conifer release is a treatment to free established coniferous trees from deciduous competition by eliminating or controlling growth that is overtopping or surrounding crop trees. The intent is to enhance growth of crop trees.

Treatments may include manual girdling, manual chemical application to individual target trees, or aerial application of herbicides to the stand. B.C. Forest Service procedures are similar to those described under brushing and weeding.

14.4.3 Juvenile spacing

Juvenile spacing is carried out in young stands to improve

stocking, prevent stagnation and concentrate the growth on crop trees so that the time to final harvest is reduced and end-product quality and commercial value are increased. Different stocking densities may be prescribed at the time of spacing depending on wood production objectives and whether any subsequent entries for commercial thinning are planned.

Pre-commercial thinning and waste thinning are other terms used in this category. A project is currently classed as juvenile spacing when the majority of cut trees are not merchantable. Methods used for spacing may be:

(i) manual, using a wide range of tools including powersaws, brush saws and clippers;
(ii) manual, applying herbicides to individual trees;
(iii) mechanized crushing or slashing with heavy equipment; and
(iv) combinations of these methods.

Also included under this treatment is sanitation spacing which is the improvement of growth and health of young stands by the removal of overtopping defective or diseased stems (usually remaining after selective logging) and the control of density, species composition and disease level of advance growth or new regeneration. Methods used are similar to those used for juvenile spacing. B.C. Forest Service juvenile spacing procedures are described in Chapter 9 of the Silviculture Manual. Site-specific procedures will be developed on a project basis.

14.4.4 Fertilization

Fertilization is carried out to promote a rapid acceleration in tree growth on sites deficient in one or more soil nutrient elements, particularly nitrogen which is deficient over wide areas of British Columbia. Stands that have been juvenile spaced normally receive priority for fertilization as the combined response to treatment is greater than the sum of the individual treatments carried out alone - a synergistic effect is obtained.

Site specific procedures and prescriptions for fertilization will be developed on a project basis.

15. Implementation

15.1 Forest inventories and management plans

The conducting of forest inventories and development of forest management plans are specialized tasks that require the services of a professional forester supported with assistance from trained forest technicians. Landowners will normally engage Registered Professional Foresters to carry out this work but may perform some or all of the work if qualified to do so, as long as that work is reviewed and approved by a qualified forester.

15.2 Backlog reforestation and intensive forest management

Efficient, cost effective implementation of silviculture projects is normally achieved with the assistance of qualified forestry personnel.

Normally, a landowner will subcontract to a qualified silvicultural contractor. However, this will not be necessary in all cases as some landowners have the required capabilities. In such cases the Canadian Forestry Service may negotiate directly with the landowner.

16. Evaluation

During the term and at the expiry of the program, the Canadian Forestry Service will conduct evaluations to determine the extent to which activities have met the objectives of the Forest Resource Development Agreement.

17. Management information

The Canadian Forestry Service will require that copies of the forest inventories and management plans produced under this agreement be submitted for inclusion in a national data bank and registry maintained by the Canadian Forestry Service.

18. Public information

The Canadian Forestry Service, in cooperation with the landowner will develop and implement a program of public information respecting the activities and projects under this agreement. To this end the Canadian Forestry Service may require that the landowner erect and maintain a sign on projects that have high public visibility identifying the project as a "Forest Resource Development Project" funded by Canada and the landowner. The sign will be in both official languages and in such detail as determined by the Canadian Forestry Service. All costs associated with constructing and erecting these signs will be assumed by the CFS.

CANADA – BRITISH COLUMBIA FOREST RESOURCE DEVELOPMENT AGREEMENT
FEDERAL DIRECT DELIVERY COMPONENT
PRIVATE LANDS PROGRAM

APPLICATION FOR FINANCIAL ASSISTANCE

Before completing this application form, refer to the program operational guidelines and procedures. This application form is to be attached to your project proposal. Preparation of a proposal is described in the guidelines.

Name of landowner: _____

Citizenship of landowner: _____ _____

Contact person(s): _____

Position and title of contacts: _____

Address: _____

_____

_____

Telephone: _____

Total area to be committed to forest management for a minimum of 15 years:

_____ hectares _____ % of total private land area

Forest site on area to be managed:

Good_____ % Medium_____ % Low_____ % Poor_____ % of total

Is the area accessible? _____ Yes _____ No

Detail accessibility_____ by road_____ by water_____ other (describe)_____

_____

Attach proof of ownership (eg. copy of property title)

Location of property:

Position relative to closest community: _____

Legal description (assessment roll no(s).) _____

_____

Distance to closest processing facility (eg. sawmill, pulpmill, booming ground):

_____ (kilometres)

B.C. Forest region_____ B.C. Forest district_____

Federal electorial district _____

Property status (check one):

_____ Private land, no encumbrances
_____ Certified tree farm
_____ Woodlot licence
_____ (Sched. A. portion only)
_____ Ranch
_____ Other (describe)
_____

Is there a permanent processing facility on property? _____ Yes _____ No

If yes, describe facility _____

_____

Application form
Page 2

Do you have (check one or more)

_____ Forest inventory If yes, date completed_____

_____ Forest management plan If yes, date completed_____

_____ Development plan If yes, date completed_____

Please attach copies of your inventory and plans, if applicable. Note that if a forest inventory and management plan are not in place, then these are the only eligible activities for which funding assistance may be received. Once these are in place, proposals may be submitted for other silvicultural activities as recommended in the management plan.

List any previous management work (eg. harvesting, spacing, planting, etc.) carried out on your property:

_____

_____

_____

Type of work you propose to have carried out:

Activity	Estimated cost by fiscal year (April 1 to March 31)				
	1986/87	1987/88	1988/89	1989/90	Total
1.1 Surveys and prescriptions					
1.2 Seed and seedlings					
1.3 Site preparation					
1.4 Planting					
2.1 Brushing, weeding, and pest control					
2.2 Conifer release					
2.3 Juvenile spacing					
2.4 Fertilization					
Other (describe)					
Totals					

How much are you willing to commit toward the total cost of the proposed project? (The minimum amount is 20%)

$_____ (_____%)

Application form
Page 3

Has a registered professional forester been involved (check one or more):

_____ in the preparation of this proposal

_____ in the preparation of a forest inventory

_____ in the preparation of a forest management/development plan

If so, name of forester and consulting firm, if applicable:

_____

If your proposal is approved for financial assistance, you will be required to obtain proposals for the work from a minimum of 3 qualified forestry consultants or bids from a minimum of 3 silvicultural contractors to ensure cost effectiveness of the work.

List forestry consultants/contractors who submitted estimates or who will be invited to bid:

Name	Address	Estimate
1.		
2.		
3.		

If possible, please attach forest cover maps and/or aerial photographs of your private land.

_____ _____

Signature of landowner/authorized agent Date

Note that this application form does not replace a proposal detailing the activities that you wish to have carried out on your property. The proposal, as described in the guidelines, should include the following points:

- project objectives
- complete description of forest land and proposed activities
- operational schedule of activities and prescriptions, if applicable
- 1:20,000 maps showing boundaries and forest cover types

Please attach this application form to your proposal.

Mail to:

Canadian Forestry Service
506 W. Burnside Road
Victoria, B.C. V8Z 1M5
Attn: Private Forest Lands Program